



## Administrative Policies and Procedures: 22.3

<b>Subject:</b>	<b>Sanitation and Safety in Food Services</b>
<b>Authority:</b>	TCA 37-5-106; 50-5-101 et seq.
<b>Standards:</b>	<b>ACA:</b> JTS 4A-02, 4A-10, 4A-11, 4A-12, 4A-15; <b>DCS Practice Standards:</b> 8-306
<b>Application:</b>	To All Department of Children's Services Youth Development Center Superintendents, Food Service Managers, Food Service Stewards, and DCS Group Home Directors, Food Service Stewards and Employees

### Policy Statement:

The Department of Children's Services shall operate food service programs whose sanitation meets the criteria of the current *Food Service Establishment Regulations* set forth in the *Rules of the Tennessee Department of Health for Food Service Establishment*, and follow each location's *Hazard Analysis of Critical Control Points (HACCP)* for procedures to maintain sanitation and safety standards.

### Purpose:

To provide specific standard operation procedures to maintain a safe and sanitary environment for receiving, storage, preparation, holding and service for all meals provided by the YDCs and Group Homes.

### Procedures:

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| <b>A. Health and hygiene of food service staff and youth workers</b> | <ol style="list-style-type: none"><li>1. All persons, including youth, working in food preparation must be reviewed routinely for freedom from apparent communicable disease or infection and for proper uniform in the Youth Development Centers (See DCS Policy <a href="#"><u>1.18, Uniformed Employee Grooming Requirements and Provisions for Uniforms.</u></a>)</li><li>2. DCS employees and youth working in the food service areas, at any YDC or DCS Group Home, must comply with all health-related regulations including personal hygiene established by the Rules of the <i>Tennessee Department of Health for Food Service Establishment</i> and by the DCS HACCP Based Food Safety Program. The regulations address hand washing and hair restraints in addition to other areas of hygiene.</li></ol> |
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<p><b>B. Food storage, preparation and service</b></p>	<ol style="list-style-type: none"> <li>1. <b>Food storage temperatures:</b> <ol style="list-style-type: none"> <li>a) Refrigeration 40° F to 35° F or lower without freezing food items</li> <li>b) Frozen foods at 0° F or below</li> <li>c) Dry storage 45° F to 80° F</li> </ol> </li> <li>2. <b>Daily records must include:</b> <ol style="list-style-type: none"> <li>a) Date</li> <li>b) Temperature reading</li> <li>c) Twice daily with a record of a morning and evening check in the YDC's, and once daily in Group Homes</li> <li>d) Initials of person taking temperatures</li> <li>e) Corrective action if temperatures are not within required range</li> </ol> </li> <li>3. <b>Temperature of Food served:</b> <ol style="list-style-type: none"> <li>a) Temperatures of prepared foods must be adequately maintained               <ul style="list-style-type: none"> <li>◆ Foods served hot must be at 140° F or greater</li> <li>◆ Foods served cold must be at 40° F or less</li> </ul> </li> <li>b) Records of holding temperatures of food for the service line in the YDCs must include (This record may be a separate sheet or recorded on production sheet):               <ul style="list-style-type: none"> <li>◆ Date;</li> <li>◆ Temperature;</li> <li>◆ Meal; and</li> <li>◆ Corrective action</li> </ul> </li> </ol> </li> </ol>
<p><b>C. Dishwashing temperatures and sanitizing</b></p>	<p>The designated staff at each DCS group home and YDC must check and record the maximum water temperature of the dish washer final rinse once daily, if chemical sanitizer is used the concentration must be checked daily to ensure adequate sanitizing of food contact surfaces. This record must include:</p> <ol style="list-style-type: none"> <li>3. <u>Youth Development Centers:</u> <ol style="list-style-type: none"> <li>a) Date</li> <li>b) Temperature/sanitizer concentration</li> <li>c) Twice daily with reading in morning and afternoon</li> <li>d) Initials of person recording temperature</li> </ol> </li> </ol>

	<p>e) Corrective action if the temperature did not meet specifications or concentration of sanitizer is not accurate.</p> <p>4. <u>DCS Group Homes:</u></p> <p>a) Date</p> <p>b) Temperature/sanitizer concentration</p> <p>c) Initials of person recording temperature</p> <p>d) Corrective action if the temperature did not meet specifications or concentration of sanitizer is not accurate.</p>
<b>D. Inspections</b>	<p>The food service manager/Group Home Steward or their designee to help ensure regular compliance with the regulations set by the Tennessee Department of Health must complete the following inspections as noted and actions taken to correct any deficiencies noted:</p> <p>1. <u>Youth Development Centers:</u></p> <p>a) Daily inspections and weekly food service reviews for the YDC using <b>Food Service Inspection Report –YDCs CS-0775</b>.</p> <p>b) <b>Monthly Food Service Inspection CS-0073</b> in the YDCs</p> <p>c) Inspections must be conducted by the State or Local Health Departments twice annually. Corrections of any deficiencies must be documented and a copy of the inspection and corrective actions must be forwarded to the YDC Superintendent and the DCS Food Service Director for their information and action.</p> <p>2. <u>DCS Group Homes:</u></p> <p>a) Weekly inspections for the DCS Group Homes using the <b>Food Service Weekly Inspection Report (Group Homes) CS-0196</b>.</p> <p>b) Inspections must be conducted by the State or Local Health Departments twice annually. Corrections of any deficiencies must be documented and a copy of the inspection and corrective actions must be forwarded to the Group Home Director and the DCS Food Service Director for their information and action.</p>
<b>E. Training</b>	<p>1. The food service manager, DCS group home steward or designee must train all persons who work in the food service area at orientation and once annually on the following:</p> <p>a) Use of equipment and safety procedures according to policy at the facility, following child labor laws in regard to youth</p> <p>b) Rules of the Tennessee Department of Health for Food Service</p>

	<p>Establishments</p> <p>c) HACCP program</p> <p>d) Fire suppression equipment</p> <p>2. Records of training will be maintained by the DCS group home training coordinator.</p>
<b>F. Schedule and job description for youth workers in food services</b>	<p>1. The maximum number of youth assigned to food services in a Youth Development Center must be based on a schedule developed by the food service manager and approved by the superintendent</p> <p>2. Each position for youth must have a current job description and a copy must be provided to the youth worker when he or she initially reports to work.</p>
<b>G. Record maintenance</b>	<p>All records of temperatures and inspections for YDCs, and DCS Group Homes, forms <b>CS-0196, Food Service Weekly Inspection Report – DCS Group Homes</b>; <b>CS-0775 Food Service Inspection Report – YDCs</b> and <b>CS-0073, Food Service Monthly Inspections</b> (bi-annual Health Department inspections), and training in Sanitation and Safety must be maintained on file for three (3) years <u>plus</u> the current year as required for a total of four (4) years.</p>

<b>Forms:</b>	<p><u><a href="#">CS-0775 Food Service Inspection Report (YDCs)</a></u></p> <p><u><a href="#">CS-0196 Food Service Weekly Inspection Report (Group Homes)</a></u></p> <p><u><a href="#">CS-0073 Food Service Monthly Inspection</a></u></p>
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<b>Collateral Documents:</b>	<p><i>Rules of the Tennessee Department of Health for Food Service Establishments</i>  <a href="http://www.state.tn.us/sos/rules/1200/1200-23/1200-23-01.pdf">http://www.state.tn.us/sos/rules/1200/1200-23/1200-23-01.pdf</a></p> <p><i>Internal School Uniform Accounting Policy Manual</i></p> <p><i>HACCP Based Food Safety Plan for the Department of Children's Services (Location Specific)</i></p>
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